



**COMMANDER, U.S. PACIFIC COMMAND
(USPACOM)
CAMP H.M. SMITH, HAWAII 96861-4028**

USPACOMINST 0201.2A
J131
14 Jun 07

USPACOM INSTRUCTION 0201.2A

Subj: U.S. PACIFIC COMMAND (USPACOM) ENVIRONMENTAL AND MORALE
LEAVE (EML) PROGRAM

Ref: (a) Department of Defense (DOD) 4515.13R (Air
Transportation Eligibility)
(b) DOD 1327.6 (Leave and Liberty)
(c) Joint Federal Travel Regulations

Encl: (1) Authorized Unfunded EML (UEML) Locations/Destinations
(2) Authorized Funded EML (FEML) Locations/Destinations
(3) List of USPACOM UEML Executive Agents
(4) HQ USPACOM 505/3, UEML Travel Authorization Form

1. Purpose. To provide policy for eligible personnel at designated overseas locations to travel on EML based on guidance in references (a) through (c), and to incorporate revisions to program.

2. Cancellation. USPACOMINST 0201.2

3. Implementation. Subordinate commands will establish rules and regulations for unit EML procedures, travel records, and audit procedures. Audits will monitor leave-issuing agencies and ensure individuals comply with regulations.

4. Definitions

a. EML is granted for eligible personnel and their dependents at designated overseas locations where adverse environmental conditions require special arrangements for leave in more desirable places at periodic intervals.

b. UEML. Use of DOD-owned or controlled military airlift or morale leave at traveler's own expense.

c. FEML provides government-funded transportation from the duty location to the designated relief destination.

5. Policy. Annual leave programs provide periods of respite to enhance performance, motivation, and morale. Supplemental leave programs such as EML are necessary when adverse environmental conditions exist.

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a. Enclosures (1) and (2), respectively, are locations in the USPACOM area authorized UEML and FEML, and the corresponding destinations.

b. Commands should authorize travel opportunity on a fair basis to all authorized personnel and their accompanying dependents without regard to rank, grade or branch of Service.

c. This instruction does not affect normal space available travel privileges.

d. Waivers to guidelines may be granted on a case by case basis by those listed in enclosure (3).

6. Travel Not Authorized Under UEML. UEML is not authorized in conjunction with:

- a. Student travel
- b. Emergency leave
- c. Early return of dependents to CONUS
- d. Transport of family members to different restricted locations
- e. Transport of family members to a sponsor's site from another location
- f. Air transport for medical reasons to include elective surgery or delivery of a baby
- g. Convalescent leave
- h. Graduation leave
- i. Sick leave
- j. Temporary Additional Duty/Temporary Duty

7. Travel Categories. UEML travel on space available transportation is assigned the following DOD travel categories:

- a. Sponsors and family members traveling with their sponsors in a UEML status - Category II.
- b. Family members 18 years of age or older unaccompanied by sponsor - Category IV.

c. Family members who travel to UEML destinations without a sponsor using UEML orders will initially be placed in Category IV; however, will move to category II when joined by the sponsor traveling on separate UEML orders.

d. Approval Authority. USPACOM Form 505/3 (05-05) (enclosure (4)) must be used to identify eligible personnel and authorize UEML travel. Original orders for travel must be submitted.

8. Eligibility, Frequency and Timing

a. UEML

(1) Eligibility: Permanently assigned service members and/or their command-sponsored dependents.

(2) Number of UEML trips: No more than two UEML trips per year.

(3) Time limitation: Trips may not be taken within six months of the beginning or end of the service member's tour of duty at the eligible location.

b. FEML

(1) Eligibility: Permanently assigned service member and/or their command-sponsored dependents stationed at an authorized FEML location for 24 consecutive months or more. Dependents must reside with the member at the FEML location.

(2) Number of FEML trips authorized depends on the member's tour length:

(a) At least 24 months but less than 36 months: One round trip. If tour extended at least 12 months: one additional trip.

(b) At least 36 months: Two round trips. No additional trips are authorized for tour extensions of any length.

(3) Time limitation:

(a) Travel by members/dependents should not be performed within six months of the beginning or the end of the 24- or 36-month tour.

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(b) Travel by members/dependents should not be performed within three months of the beginning or the end of a 12-month extension to a 24-month/less than 36-month tour.

(c) Unified commanders are authorized, on a case-by-case basis, to waive the six-month or three-month rule when appropriate.

c. FEML cannot be taken in connection with any other funded leave transportation program or official travel unless authorized by the Deputy Under Secretary of Defense (P&R).

9. Transportation


a. Members and dependents may travel together or independently.

b. A member/dependent(s) taking a FEML trip:

(1) Must use military air transportation on a space available basis if reasonably available to the authorized destination, or

(2) May use commercial air transportation if military air transportation is not reasonably available, and

(3) May not use cruise or tour packages.


W. V. ALFORD, JR.
Rear Admiral, USN
Chief of Staff

Distribution: (USPACOMINST 0902.1)

List IA

List IIA, B, C, D, E1,

DODDS PAC Futenma

CNO (OP-41) (2)

HQ DA (DAPE-HRC-T) (2)

CMC (LFT) (2)

22AF Travis AFB CA (TROP)

AFEES-PAC (PE)

OSD (P & L L/TP)

HQ COAST GUARD

AMC/DON, 402 SCOTT DR, UNIT 3A1,

SCOTT AFB, IL 62225

HQ USTRANSCOM/J4-LTP, 508 SCOTT DR,

SCOTT AFB, IL 62225

ASDPDUSD (FM&P/Compensation) (P&R)

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AUTHORIZED UEML LOCATIONS/DESTINATIONS

<u>AUTHORIZED UEML LOCATION</u>	<u>AUTHORIZED DESTINATION</u>
Alaska -Adak, Bethel, Clear, Cordova Fairbanks, Ft. Greeley, Galena, Homer, Juneau, Kenai, Ketchikan, King Salmon, Kodiak, Kotzebue, Narrow Cape, Nome, Petersburg, Port Clarence, Seward, Shemya, Shoal Cove, Sitka, St. Paul, Tok, Valdez	CONUS, Hawaii, Intra-Alaska
American Samoa	CONUS, Hawaii
Australia	CONUS, Hawaii, New Zealand, Intra-Australia
Diego Garcia	CONUS, Hawaii, Japan, Guam, Singapore, Spain
Guam/Republic of Marshall Islands, Federated States of Micronesia Republic of Palau, Commonwealth of the Northern Marianas Islands	CONUS, Hawaii, Japan, Guam
Japan - Kanto Plain, Sasebo, Akizuki, Misawa, Iwakuni, Okinawa, Mio Kobe, Hokkaido, Iwo Jima, Marcus Island, Fukuoka, Seburiyama	CONUS, Hawaii, Guam, Alaska Intra-Japan
Johnston Island	CONUS, Hawaii
Korea	CONUS, Hawaii, Japan, Guam, Alaska, Intra-Korea
Midway-Kure	CONUS, Hawaii
New Zealand	CONUS, Hawaii, Australia
Wake Island	CONUS, Hawaii

Enclosure (1)

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AUTHORIZED FEML LOCATIONS/DESTINATIONSAUTHORIZED FEML LOCATIONAUTHORIZED DESTINATION

1. Australia, Alice Springs	Honolulu, Hawaii
2. Australia, Learmonth	Perth, Australia
2. Bangladesh, Dhaka	Honolulu, Hawaii
3. Burma, Ragoon	Honolulu, Hawaii
4. Cambodia, Phnom Penh	Honolulu, Hawaii
5. China, Beijing	Honolulu, Hawaii
6. Fiji, Suva	Honolulu, Hawaii
7. Hong Kong	Los Angeles, California
8. India, New Delhi	Honolulu, Hawaii
9. Indonesia, Jakarta	Honolulu, Hawaii
10. Madagascar, Antananarivo	Frankfurt, Germany
11. Malaysia, Kuala Lumpur	Sydney, Australia
12. Mongolia, Ulaanbaatar	San Francisco, California
13. Nepal, Katmandu	Honolulu, Hawaii
14. Philippines, Manila	Honolulu, Hawaii
15. Singapore	Honolulu, Hawaii
16. Sri Lanka, Colombo	Frankfurt, Germany
17. Thailand, Bangkok and Chiang Mai	Honolulu, Hawaii
18. Vietnam, Hanoi	Honolulu, Hawaii

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**LIST OF USPACOM UEML
EXECUTIVE AGENTS**

<u>ORIGINATION LOCATION</u>	<u>EXECUTIVE AGENT</u>
Alaska	Alaskan Command/J1
Australia	US Defense Representative (USDR) Australia
Diego Garcia	US Defense Representative (USDR) SW Indian Ocean
Guam, FSM, Northern Marianas	US Defense Representative (USDR) Rep Guam
Japan	U.S. Forces Japan/J1
Korea	U.S. Forces Korea/J1
New Zealand	US Defense Representative (USDR) New Zealand
Republic of the Marshall Islands	US Defense Representative (USDR) RMI

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**INSTRUCTIONS FOR COMPLETING
USPACOM 505/3 UEML TRAVEL AUTHORIZATION**

Section 1.

1.a. List all travelers intending to perform EML travel on this authorization. Attach additional sheet if required.

1.b. List passport and SSN for each traveler. If the traveler has not been assigned both a passport number and SSN, either is sufficient.

1.c. For sponsors: Enter grade and Service (ex: CAPT/USN or GS-11/DNC (Dept. of Navy Civilian)). For Dependents: Enter dependency status (ex: DEP/WIFE)

1.d. Enter date of birth of dependent children who are traveling on the authorization.

Section 2. Effective Sign-Up Date. Effective sign-up date is date travelers plan to sign up for EML travel. Sign-up may not occur prior to effective sign-up date. For EML travel authorizations which include sponsor among the travelers, effective sign-up date must conform to paragraph 9b(4) military or 9b(5) civilian of this instruction.

Section 3. Expiration Date. All EML authorizations are valid for 90 days from effective sign-up date. Sponsor or unit commander or designated approving official must forward requests for extension to USPACOM through respective USPACOM representative/sub-unified commander for approval.

Section 4. Itinerary. Use point of origin, destinations, and in transit stations listed in enclosures (1) and (2) of this instruction.

4.a. From: Indicate country from which travel commences.

4.b. To: UEML destination.

First destination not designated intermediate reached is the final for UEML purposes.

4.c. Return to: Same as point of origin.

Note: EML authorizations only authorize travel to the single destination cited. Without regard to which transiting en route terminals are listed in Section 7b, the EML traveler may stay only at the destination site listed in Section 4b.

Section 5. Signature of Sponsor. Sponsor will read and sign. However, in cases when the sponsor is deployed or for any reason unable to sign, sponsor's unit commander/designating approving official can sign this block.

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Section 6. Date. Date signed by sponsor or for cases cited in paragraph 5 above, unit commander/designated approving official. Date must be the same as or earlier than effective date in Section 2.

Section 7. Comment as required.

Section 8. Complete as indicated.

Section 9. Signature of unit commander or designated approving official.

NOTE: The USPACOM Form 505/3 provides UEML authorization when sponsor and dependents are traveling together. If dependent(s) and sponsor's name do not appear on the same EML travel authorization, dependents will be processed as if they were unaccompanied and receive a lower space available priority than the sponsor. Even if the sponsor is accompanying dependents for only a portion of the trip, use only one UEML travel authorization. After separation from the sponsor, original accompanied travel EML authorization is valid for dependent's travel in the unaccompanied priority.

RESTRICTIONS. Listing of restrictions regarding EML travel is provided for the traveler's information (back side of form).

REPRODUCTION OF USPACOM Form 505/3 (05-05) is authorized by direct copy or computer generation. Computer generated forms must be verbatim, in the same format, and identified with the proper title and document number.

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TRAVEL AUTHORIZATIONS FOR PARTICIPANTS IN UNFUNDED ENVIRONMENTAL AND MORALE LEAVE			
Read Privacy Act statement and restrictions on reverse prior to completing this form			
To:		From:	
Name of Sponsor (Last, First, MI)	Grade	SSN	Unit / Organization
1. ENVIRONMENTAL AND MORALE LEAVE TRAVELERS			
a. Name (Last, First, MI)	b. Passport # / SSN	c. Grade / Status	d. DOB (Children)
2. Effective Sign-up Date:		3. Expiration Date (Max 90 Days):	
4. ITINERARY			
a. From (point of origin)	b. To (May be multiple destinations, but first reached is the final destination)		c. Return (point of origin)
5. I have read and understand USPACOMINST 0201.1, and the restrictions printed in Section 14 on the back side of this form. I certify the information provided on this form is true and accurate to the best of my knowledge.			
Signature of Sponsor			Date
THIS SECTION FOR AUTHORIZING OFFICIAL ONLY			
7. REMARKS (List Transiting Enroute AMC Terminals)			
1st Trip		2nd Trip	
8. Typed Name, Grade, Title of Unit Commander or Designated Approving Official		9. Signature	

USPACOM FORM 505/3 EF (05 - 05)
Obsolete

Previous Editions are

PRIVACY ACT STATEMENT

Authority: 10 U.S. Code 124: Executive Order 9397, 22 Nov 1943.
 Social Security Number (SSN).

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Principal Purpose: Used to authorize travel in Space Available status on AMC aircraft by Environmental and Morale Leave (EML) by eligible members and authorized dependents.

Routine Use: Used by appropriate authority to evaluate an applicant's and/or applicant's authorized dependent(s) eligibility to be issued travel authorization under the EML program. Use of SSN is necessary to make positive identification of individual records. This information becomes the record copy of orders after approval/authentication and enables members/authorized dependent(s) in designated areas to procure transportation from and to aerial port of embarkation.

Disclosure: Voluntary. However, failure to complete this form precludes publication of EML orders.

RESTRICTIONS

- Travel is space available only.
- Travel is authorized from or return to EML designated site by authorized uniform Service members and authorized dependents. It is not for dependent travel for visiting uniformed Service member's EML duty station.
- Travel must comply with directives pertaining to passports, visas, foreign customs, country clearances, and immunizations.
- Travel within CONUS under this program is prohibited.
- Traveler must have sufficient personal funds to defray the cost of return trip to point of origin if space available transportation is not available.
- Members must conform to appropriate service uniform directives when traveling aboard DOD owned or controlled aircraft, except as stipulated in the Foreign Clearance Guide. Failure to conform with uniform directives may result in the loss of travel privileges.
- Maximum authorized baggage is 66 lbs.
- Failure to register for follow-on routing within 6 hours at transit terminal may result in the loss of follow-on priority and/or sign-up order.
- Travel must be completed by the date indicated in Section 3.

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- Violation of DODR 4515.13, may result in the individual being held accountable for charges based on AMC tariff rate.

TRAVEL INFORMATION

DATE/TIME DEPART PERM DUTY STATION	DATE/TIME ARRIVE DESTINATION	DATE/TIME DEPART DESTINATION	DATE/TIME ARRIVE PERM DUTY STATION	LEAVE LOCATION